**Appendix H Induction Checklist**

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| **INDUCTION CHECKLIST** |

**INFORMATION**

**I have been given a copy of the Children’s Home Policy on:-**

|  |  |
| --- | --- |
|  | **Tick** |
| **How to Make a Complaint** |  |
| **How to access my Records** |  |
| **Bullying**  **Drug & Alcohol use** |  |
|  |  |
|  |  |
|  |  |
| **I have been given a copy of The Children’s Guide** |  |
|  |  |
|  |  |

**…………………………………..has also explained to me about:**

|  |  |
| --- | --- |
|  | **Tick** |
| **How to make a complaint and where to find forms** |  |
| **Fire Procedures & Drills** |  |
| **Bullying** |  |
| **Smoking** |  |
| **Access to the Telephone** |  |
| **Acceptable Behaviour & Rewards** |  |
| **Permitted Sanctions** |  |
| **Rights and Responsibilities** |  |
| **Drugs/Alcohol Misuse** |  |
| **What happens if I am in the possession of an offensive weapon** |  |
| **What happens if I am missing without permission** |  |
| **What should I do if I am worried about any kind of abuse** |  |
| **Behaviour in the community and relationships**  **with neighbours** |  |
| **Link Worker’s job and time to ourselves** |  |
| **Access to records** |  |
| **Young people’s meetings/consultation** |  |
| **Menu choice** |  |
| **Toiletries (including personal products)** |  |
| **Religious Observance** |  |
| **Pocket Money & Transport** |  |
| **Confidentiality** |  |
| **Room Searches** |  |

**Signature (Young Person): Date:**